



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 112B
Little Rock, Arkansas 72201-1019
501-682-4211

POSITION VACANCY ANNOUNCEMENT

February 3, 2015

Closing Date: February 17, 2015

(Position will close after ten working days from date of listing or until filled.)

Application review will begin on February 18, 2015).

Title: ACCOUNTING OPERATIONS MANAGER

Position Number: 2208-3025

Grade: C125

Fiscal and Administrative Services

DUTIES:

This position will supervise employees, interview, and recommend for hire and conduct personnel evaluations; manage unit by setting priorities to meet deadlines and coordinate with other agency managers and programs within ADE. Responds to inquiries from school administrators, agency staff, legislators and auditors regarding formulary school funding calculations, attendance/enrollment data, state, federal and local school funding, district consolidations, school elections, millage rates and uniform rate of tax with minimal complaints and errors; researches and interprets compressive data and reports as requested by agency, other state agencies, legislative auditors, general public and the media. Verifies school data reports; develops methods for processing data; makes recommendations for changes in calculating school aid; verifies distribution of school aid; computes State Foundation Funding; approves changes in funding due to errors in property assessment; determines district eligibility for isolated or student growth funding with minimal errors and complaints; develops, amends and presents various rules and regulations for approval to the State Board of Education.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in accounting; plus four years of experience in accounting, financial management, fiscal administration, or a related area, including two years in a managerial or supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. [Visit our website at ArkansasEd.org](http://www.arkansased.org) or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.